

City of Rochester November 15, 2021



This document identifies the name, title, and address of the Responsible Authority for the City of Rochester and describes private or confidential data on individuals maintained by the City of Rochester (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Rochester's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City's Responsible Authority and Data Practices Designee(s) will also have access to not public data on an as needed basis as part of a specific work assignment.

City of Rochester's Responsible Authority is:

Kelly K. Geistler, City Clerk 201 4th Street SE, Room135 Rochester, MN 55904-3742 Phone: 507-328-2900

E-mail: Records@rochestermn.gov

City of Rochester's Compliance Official is:

Michael Spindler-Krage, City Attorney
201 4th Street SE, Room 247
Rochester, MN 55904-3742
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Direct all questions about this document to the City of Rochester's Records Manager:

Jennifer K. Kellogg

201 4th Street SE, Room 135 Rochester, MN55904-3742 Phone: 507-328-2909

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Data Maintained by the City of Rochester

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Department	Data Classification	Citation for Classification	Employee Work Access
Accident Reports involving City Vehicles	Records used to document vehicle/equipment accidents	Finance	Public Private	MS 13.72	Certain employees on an as-needed basis as part of a specific work assignment
Elected and Appointed Officials	Data pertaining to elected or appointed officials.	Mayor's Office/ Multiple	Public Private	MS 13.601	Certain employees on an as-needed basis as part of a specific work assignment
Applicant Data	Completed assessments and results, related documentation, and application forms	Multiple	Public Private	MS 13.43	Certain employees on an as-needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected under attorney-client privilege	Multiple	Private	MS 13.393	Certain employees on an as-needed basis as part of a specific work assignment



Assessor Information	Data collected, created, maintained, or received by a political subdivision	City Clerks, Public Works	Private	MS 13.51	Certain employees on an as-needed basis as part of a specific work assignment
Automated License Plate Reader Data	Information gathered or retained by the Automated License Plate Reader	Rochester Police Department	Public Private	MS 13.824	Certain employees on an as-needed basis as part of a specific work assignment
Award Data	Financial data on business entities submitted for the purpose of presenting awards	Mayor	Private or Non-public	MS 13.48	Certain employees on an as-needed basis as part of a specific work assignment
Background Investigation Records / Internal Affairs Case Information	Documentation and data obtained during, or relating to performing, background investigations on individuals and case documentation	Rochester Police Department	Public Private Confidential	MS 13.43 subd. 2(b) 4, 12, 17 MS 13.82	Certain employees on an as-needed basis as part of a specific work assignment
Body Camera Video/Portable Recording Systems	Law Enforcement maintain portable recording system	Police Department	Public Private	MS 13.825	Certain employees on an as-needed basis as part of a



					specific work assignment
Business Licensing	Data collected, created, received, or maintained performing the function of processing business licenses	Multiple	Public Private Confidential	MS 13.41	Certain employees on an as-needed basis as part of a specific work assignment
Civil Investigative Data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Multiple	Public Confidential	MS 13.39	Certain employees on an as-needed basis as part of a specific work assignment
Civil Matters Data	Assignments, Advice, Administrative Hearings, Claims, Litigation, Contracts, Agreements	City Attorney	Public Private Confidential	MS 363A.35 MS 13.393 MS 13.43 MS 13.82 MS 176.231	Certain employees on an as-needed basis as part of a specific work assignment
Complaint/Complainant Data	Data related to complaints made to the City by the general public	Multiple	Public Private Confidential	MS 13.43	Certain employees on an as-needed basis as part of a specific work assignment



Computer Use and Access Data	Data collected, created, or maintained about a person's access to a government entity's computer	Multiple	Public Private	MS 13.15	Certain employees on an as-needed basis as part of a specific work assignment
Confidential Informants	Records, files, and documentation that may contain the identity of, contacts with, and reliability of confidential informants.		Private Confidential	MS 13.82 subd. 17 (c) MS 13.86 subd. 2	Certain employees on an as-needed basis as part of a specific work assignment
Convention Center Data	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Mayo Civic Center	Public Private	MS 13.55	Certain employees on an as-needed basis as part of a specific work assignment
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity	Multiple	Private	MS 13.43 subd. 17	Certain employees on an as-needed basis as part of a specific work assignment



	of a government entity				
Correspondence	Letters and electronic correspondence between individuals and elected officials	Elected Officials	Public Private	13.601	Certain employees on an as-needed basis as part of a specific work assignment
Criminal Case Files	Records that are created and used to document complaints, arrests and incidents involving criminal offenses, incidents, documentation, and investigations	Multiple	Public Private Confidential	MS 13.82 Various	Certain employees on an as-needed basis as part of a specific work assignment
Criminal Matters Data	Records document various types of criminal cases which may include assault, harassment, order for protection, animal control, gross misdemeanors, DWI, Domestic Abuse, Bench Warrants,	City Attorney	Public Private Confidential	MS 13.393 MS 13.82, 609A	Certain employees on an as-needed basis as part of a specific work assignment



	Expungements, code compliance, justice crimes; livability crimes, property and theft, vulnerable adults, weapons, drugs and alcohol, insurance violations, parking violations, moving violations, serious traffic violations, etc.				
Data Breach	Information regarding the breach of the security of data	Information Technology	Public Private Confidential	MS 13.055	Certain employees on an as-needed basis as part of specific work assignments
Data Practices Requests & Response Information	Data related to requests under the Minnesota Government Data Practices Act	City Clerks RPD	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment
Housing and Development Data	Data collected, submitted, created, or maintained for the purpose of planning, development, redevelopment, or	Building Safety	Public Private Confidential	MS 13.59 MS 13.591	Certain employees on an as-needed basis as part of a specific work assignment



	government programs				
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Mayor Clerks	Public Private	MS 13.601	Certain employees on an as-needed basis as part of a specific work assignment
Election Data	Campaign Finance, and Campaign Reports and Voter data	City Clerks	Public Private	MS 13.607	Certain employees on an as-needed basis as part of a specific work assignment
Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Rochester Police Department	Private Confidential	MS 13.82 subd. 3, 4, 17 (f), 25	Certain employees on an as-needed basis as part of a specific work assignment
Employee Benefits Data	Records used to maintain, track and report on employee	Human Resources	Public Private	MS 13.43	Certain employees on an as-needed basis as part of a



	participation in the available City-run or sponsored benefit programs				specific work assignment
Federal Contracts Data	Data collected due to a contract with a federal agency that requires it as a condition	Multiple	Private	MS 13.35	Certain employees on an as-needed basis as part of a specific work assignment
Grading Plans	Records used by examiners to determine compliance with applicable codes/ordinances prior to permit issuance	Public Works	Public Private	MS 13.37	Certain employees on an as-needed basis as part of a specific work assignment
Grants	Data created, received, collected, or maintained as part of the grant request and awarding process	Multiple	Public Private	MS 13.599	Certain employees on an as-needed basis as part of a specific work assignment
Housing Agency Data	Financial information regarding a Housing Finance Agency loan or grant recipient	Building Safety	Public Private	MS 13.585 MS 13.586	Certain employees on an as-needed basis as part of a specific work assignment



Investigative Data	Department access to criminal history, arson investigation information, fire insurance information, records of the State Fire Marshal, and government data created, collected, used or maintained by the state correctional facilities, municipal or county jails, lockups, workhouses, work farms and other correctional and detention facilities	Rochester Fire Department Rochester Police Department	Private Confidential	MS 13.6905	Certain employees on an as-needed basis as part of a specific work assignment
Juvenile Records	Arrests and incidents involving juveniles (age of suspect or arrestee at date of incident is less than 18 years)	Rochester Police Department	Public Private Confidential	MS 13.6905 subd. 16, MS 13.82 subd. 2, 17(g), 29 MS 13.875	Certain employees on an as-needed basis as part of a specific work assignment
Labor Relations Data	Records used to track grievances made by employees;	Human Resources	Public Private	MS 13.43	Certain employees on an as-needed basis as part of a



	collective bargaining agreements and negotiations; compliance monitoring				specific work assignment
Legal Administration and Common Attorney Records	Records may include administrative data, subpoenas, historically significant legal matters, formal attorney opinions, informal opinions, timekeeping, and litigation logs used in the conduct of City business	City Attorney	Public Private Confidential	MS 13.39 MS 13.393 MS 13.82 MS 13.43 Fed Rules of Crim. Procedure 6 (e) (3) (B)	Certain employees on an as-needed basis as part of a specific work assignment
Library Borrowers Data	Data linking Library patron names with materials requested or borrowed or that link a patron's name with a specific subject; including information collected or created to prepare	Rochester Public Library	Private	MS 13.40, Subd.2	Certain employees on an as needed basis as part of specific work assignments



	the management position				
Licenses and Permits	Any information, documentation and data required or produced in the process of obtaining licenses and permits. Records may include applications and supporting documents (including background checks), copies and renewals, and any modifications.	Multiple	Public Private Confidential	MS 13.37 MS 13.41 MS 13.69 MS 13.87	Certain employees on an as-needed basis as part of a specific work assignment
Mandated Reporter Identities	Identities of individuals who are obligated to report information to law enforcement		Private	MS 13.82 subd. 17 (h), 609.456, 626.556, 626.557	Certain employees on an as-needed basis as part of a specific work assignment
Medical Data	Records which document payment and receivable invoices for health/medical services provided	Finance HR	Private	MS 13.384 MS 13.43	Certain employees on an as-needed basis as part of a specific work assignment



	to clients by direct service programs				
Municipal Utility Customer Data	Data maintained, collected, received or created related to utility services or products provided by the City of Rochester.	Public Works Rochester Public Utilities	Private	MS 13.685	Certain employees on an as-needed basis as part of a specific work assignment Others as stipulated in the law
Occupational Injury and Illness Reporting Data	Records used to document the nature of a work-related personal injury or illness and meet the requirements of state law	Finance	Private	Sec. 176.231	Certain employees on an as-needed basis as part of a specific work assignment
Parking Space Leasing Data	Data including security information and parking space leasing data	Public Works	Private	MS 13.37 (d)	Certain employees on an as-needed basis as part of a specific work assignment
Personal Contact and Online Account Information	Telephone number, email address and usernames and passwords collected, maintained or	Multiple	Private	MS 13.356	Certain employees on an as-needed basis as part of a specific work assignment



	received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual				
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Multiple	Public Private Confidential	MS 13.43 179A.03 subd.4	Certain employees on an as-needed basis as part of a specific work assignment
Property Data	Data collected, created, maintained, or received by a government entity that register complaints, building code violations, and appraisal data	Building Safety, City Clerk's	Private Confidential	MS 13.44	Certain employees on an as-needed basis as part of a specific work assignment
Requests for Proposals (RFP's) and requests	Responses to Requests for	Public Works	Public Private	MS 13.37 MS 13.591	Certain employees on an as-needed



for bids	Proposals (RFPs) and requests for bids				basis as part of a specific work assignment
Security Information	Account numbers or credit/debit card numbers in combination with any required security code, access code or password that would permit access to an individual's financial account	Multiple	Private	MS 13.37	Certain employees on an as-needed basis as part of specific work assignments
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Rochester Police Department Rochester Fire Department Rochester Parks and Rec	Private	MS 13.548	Certain employees on an as-needed basis as part of a specific work assignment



Social Security Numbers	Social Security numbers assigned to individuals,	Multiple	Private	MS 13.355	Certain employees on an as-needed basis as part of a specific work assignment
Traffic Accident Records	Any data, reports, documentation or supplemental information relating to a traffic incident or accident report	Rochester Police Department	Private Public Confidential	MS 13.82, 169.09 subd. 13	Certain employees on an as-needed basis as part of a specific work assignment
Worker's Compensation Claims	Records used to document claims filed as the result of on-the-job accidents and illnesses by City employees.	Finance	Private Confidential	MS 13.43 MS 176.231	Certain employees on an as-needed basis as part of a specific work assignment

